

## CHAPTER 5

### APPLICATIONS OF THE HANDBOOK

One use of this handbook can be the development of more standardized methods of maintaining administrative data about educators and other staff with education-related responsibilities. More and more schools, school districts, and state education agencies are working together to identify essential pieces of information that should be collected about these individuals. These data are used for simple record keeping and reporting as well as for performing analytical studies for informed decision making. Software developers may use this handbook to assist in the development of products that will meet the needs of the schools for a variety of purposes.

The selection of data elements for inclusion in a data collection activity must be done with care and sensitivity to the confidentiality of information. Data elements should be selected if they meet identified needs for administrative or analytical purposes.

Because so many local, state, and federal education agencies, both public and private, see the utility of computerizing the collection of data on personnel, there is much interest in developing standard formats to promote comparability. This chapter provides one possible design of a staff record system using the data terms and entities from Chapter 4.

Another possible application of this handbook and the information in this chapter is in the design of a data collection instrument and the format for how data will be entered into a computer format for analysis. Researchers who use these data elements and formats will benefit when they try to compare or combine data sets for further analyses. Federal and other types of data collectors may be able to ensure greater comparability of data obtained from administrative records systems if their data collection requirements are consistent with how data are maintained. For instance, if field lengths used by data providers and data collectors are consistent with the handbook, data collectors may be assured that essential data will not be truncated or cut off when transferred from administrative record systems.

#### **Proposed Staff Data System Application**

In the table that follows, data elements are grouped by categories and entities to look more like a data collection scheme. Again, data elements are the

specific bits of data that can be defined and measured. Entities are the persons, places, events, objects, or concepts about which data can be collected. For each data element, there is a serial (or sequential) number within the section. For example, the first occurrence of **Communication Number**, meaning "communication number of the staff member," has a serial number of "A57." When the data element **Communication Number** occurs again, relating to the Emergency Contact, the serial number is "A65." Each number is unique to the occurrence of the data element in conjunction with an entity.

In the second column, the data element has the entity number to which it refers. Again, the data element can occur with more than one entity. In the third column, the data element has the sequential "data element number", which is an indication of where the data element and definition occur in order in Chapter 4 of the *2001 Staff Data Handbook*. Each data element has only one data element number though it may be used in more than one instance and with different entities. This four-digit number provides a unique identification code for each data element in the scheme. In a computer database, this four-digit number could identify a "field" or discrete piece of information. The data element number used in the *1995 Staff Data Handbook* for each entity is referenced in the fifth column.

For each data element there also is a "data element type" listed in the sixth column and a "field length" listed in the seventh column. Using the formats of many federal data collections (See the List of Sources for the list of surveys used), data element types and field lengths were chosen. Field lengths were chosen by identifying the longest length used in any current federal reporting format for each data element (if any) or the recommended length used in the *Student Data Handbook for Elementary, Secondary or Early Childhood Education*. These data element attributes are not meant to be mandatory; they are provided as examples. The state and local education agencies who participated in the field tests of the handbook were asked to provide input into the appropriateness of these attributes. Hence, the types and field lengths listed reflect an attempt to arrive at "best practice" attributes.

The possible data element types are as follows:

- **Identifier (ID)** - This is a data element that is defined in a code set or list of options. An options list is provided for most of the data elements identified as ID
- **Alpha/Numeric (AN)** - This is a data element for which any value is appropriate, that is, letters and numbers can be used in any combination. Generally, this type is used when no standard code list exists or where descriptive information is desired.
- **Numeric (N)** - This is a data element that must be a numeric value. These data elements can be further broken down to indicate an implied decimal and the number of places to the right of the decimal.
- **Floating Decimal (R)** - This data element type is a special numeric type. The decimal must be included in the value that appears. If the decimal does not appear, the number is assumed to be whole and the decimal appears at the right of the value.
- **Date (DT)** - This data element type is specifically defined as a date. The format will be given in the definition specified in the data collection instrument. All dates in this handbook are assumed to have eight digits, with the first two digits being the month, the next two digits being the day, and the last four digits being the year.

Only a maximum suggested field length has been included here. In designing a data collection system, a minimum length is also generally specified. Again, these field lengths are illustrative, not mandated. For numeric data elements that could contain a decimal, the number of places to the right of the decimal are included in the field length. Thus data element “**3400 Base Salary or Wage**” has a field length of 8.2,

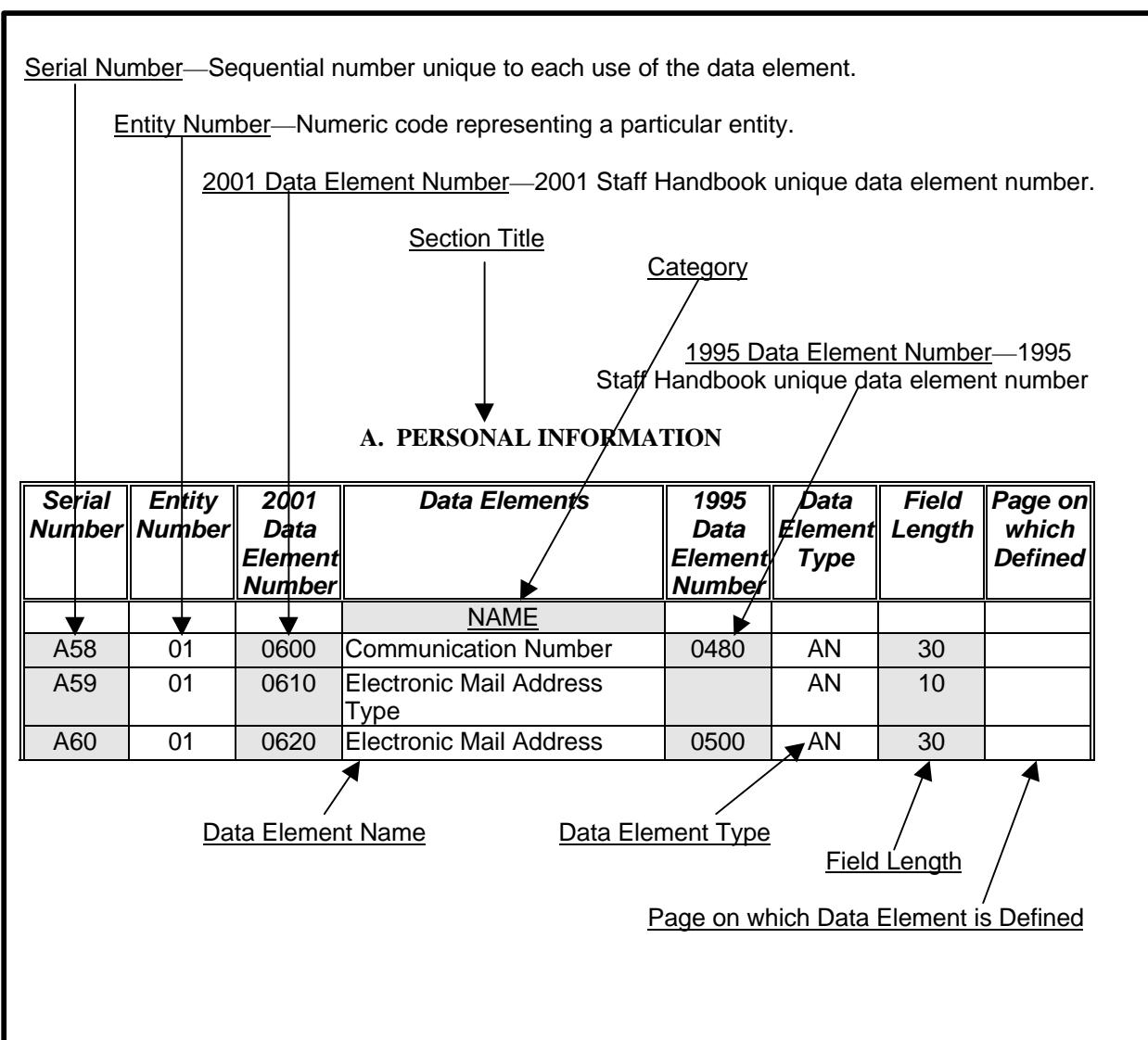
indicating that there could be a total of *ten* (10) digits with *eight* (8) digits to the left of the decimal and *two* (2) digits to the right of the decimal. If the amount included in this data element is rounded to the nearest dollar, then the final two digits would be zero.

Following the data element attributes in the eighth column is the page number on which the data element definition may be found in this handbook. At the end of each table, there are notes about particular data elements to assist the user.

Please note that in the table starting on page 138, data elements in conjunction with entities are listed only once. That is, there is only one set of fields for information about an entity, such as an employer. When designing a database, it is useful to allow for possible multiple entries or information loops. Multiple entries are those entries where a data element occurs more than once. For instance, there could be multiple entries possible for types of assignment given to a staff member. In addition, information is sometimes required for each of the multiple entities, requiring the use of loops. Loops can consist of one or more data elements, repeated as necessary, to fully describe multiple entries. For instance, if a staff member has more than one academic degree, a data system should maintain data about the name of the institution of higher education, major or area of specialization, and other relevant items about each one.

This handbook attempts to provide a comprehensive list of entities and data elements. There are, however, other possible entities and data elements and many other possible combinations of entities and data elements that might be useful in designing a staff record system. This application is offered simply as an example of how the handbook information could be used in the design of a staff record system.

Users of the new Handbook version should note that the serial number may have changed because new data elements have been added.



**A. PERSONAL INFORMATION**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>NAME</u>				
A1	22	0010	First Name	0010	AN	12	33
A2	22	0020	Middle Name	0020	AN	12	33
A3	22	0030	Last/Surname	0030	AN	20	33
A4	22	0040	Generation Code/Suffix	0040	AN	3	33
A5	22	0050	Personal Title/Prefix	0050	AN	8	33
A6	22	0060	Alias	0060	AN	35	33
A7	22	0070	Former Legal Name	0070	AN	35	33
A8	22	0080	Last/Surname at Birth	0080	AN	20	33
A9	22	0090	Nickname	0090	AN	20	33
A10	22	0100	Tribal or Clan Name	0100	AN	20	33
			<u>BACKGROUND INFORMATION</u>				
A11	22	0130	Social Security Number (SSN)		AN	9	34
A12	22	0140	Identification Number <sup>1</sup>	0130	AN	30	34
A13	22	0150	Identification System	0140	ID	2	34
A14	22	0160	Identification Expiration Date		DT	8	34
A15	22	0170	Hispanic or Latino Ethnicity		ID	2	35
A16	22	0180	Race <sup>2</sup>	0150	ID	2	35
A17	22	0190	National/Ethnic Origin Subgroup	0160	AN	60	35
A18	22	0200	Sex	0170	ID	2	35
A19	22	0210	Birthdate	0180	DT	8	36
A20	22	0220	Birthdate Verification	0190	ID	2	36
A21	22	0230	City of Birth	0200	AN	30	36
A22	22	0240	County of Birth	0210	AN	16	36
A23	22	0250	State of Birth Code	0220	ID	2	37
A24	22	0260	State of Birth		AN	30	
A25	22	0270	Country of Birth Code	0230	ID	4	37
A26	22	0280	Name of Country of Birth		AN	30	37
A27	22	0290	Citizenship Status	0240	ID	2	37
A28	22	0300	Country of Citizenship Code <sup>3</sup>	0250	ID	4	37
A29	22	0310	Name of Country of Citizenship		AN	30	37
A30	22	0320	First Entry Date (into the United States)		DT	8	38
A31	22	0330	Employment Eligibility Verification	0260	ID	2	38
A32	22	0340	Language Type <sup>4</sup>	0270	ID	2	38
A33	22	0350	Language Code	0280	ID	4	39
A34	22	0360	Name of Language		AN	20	39
A35	22	0370	Religious Background	0290	ID	2	39

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
A36	22	0380	Marital Status	0300	ID	2	39
A37	22	0390	Disability Status		AN	60	40
A38	22	0400	Highest Level of Education Completed	0310	ID	2	40
			<u>MILITARY STATUS</u>				
A39	22	0410	Military Service Type	0320	ID	2	40
A40	22	0420	Military Duty Status	0350	ID	2	41
A41	22	0430	Military Entry Date	0340	DT	8	41
A42	22	0440	Military Discharge Date	0350	DT	8	41
A43	22	0450	Military Discharge Type	0360	ID	2	41
A44	22	0460	Military Reserve Obligation Ending Date	0370	DT	8	42
			<u>ADDRESS/CONTACT INFORMATION<sup>5</sup></u>				
A45	22	0470	Address Type	0380	ID	2	42
A46	22	0480	Street Number/Name	0390	AN	35	42
A47	22	0490	Apartment/Room/Suite Number	0400	AN	10	42
A48	22	0500	City	0410	AN	30	42
A49	22	0510	County	0420	AN	16	42
A50	22	0520	State Code	0430	ID	2	42
A51	22	0530	Name of State		AN	30	42
A52	22	0540	Zip Code	0440	AN	10	42
A53	22	0550	Country Code	0450	ID	4	43
A54	22	0560	Name of Country		AN	30	43
A55	22	0580	Communication Status	0470	AN	60	43
A56	22	0590	Communication Number Type		ID	2	43
A57	22	0600	Communication Number	0480	AN	25	43
A58	22	0610	Electronic Mail Address Type		ID	2	43
A59	22	0620	Electronic Mail Address	0500	AN	80	44
A60	22	0630	Web Site Address (URL)		AN	80	44
			<u>EMERGENCY CONTACT<sup>6</sup></u>				
A61	08	0110	Name of Individual <sup>7</sup>	0110	AN	45	44
A62	08	0570	Complete Permanent Address <sup>8</sup>	0460	AN	60	44
A63	08	0580	Communication Status	0470	AN	60	44
A64	08	0590	Communication Number Type		ID	2	44
A65	08	0600	Communication Number	0480	AN	25	45

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>HEATLH INFORMATION</u>				
A66	22	0640	Medical Examination Type <sup>9</sup>	0530	ID	2	45
A67	22	0650	Medical Examination Date	0540	DT	8	46
A68	22	0660	Medical Examination Results	0550	AN	80	46
A69	22	0670	Emergency Factor		ID	2	46
A70	22	0680	Other Health Data and Medical Conditions	0560	AN	80	46
A71	22	0690	Religious Consideration		AN	35	46
A72	22	0700	Special Adaptation Requirements	0570	AN	80	46
A73	22	0710	Insurance Coverage		ID	2	46
A74	22	0720	Health Care Plan		AN	35	47
A75	22	0730	Hospital Preference		AN	35	47
A76	22	0740	Medical Waiver		AN	35	47
A77	22	0750	Other Special Health Needs, Information, or Instructions		AN	60	47
			<u>IMMUNIZATIONS<sup>10</sup></u>				
A78	22	0760	Immunization Type	0590	ID	6	47
A79	22	0770	Immunizations Mandated by State Law for Participation	0600	ID	2	47
A80	22	0780	Immunization Date	0610	DT	8	47
A81	22	0790	Immunization Status Code	0620	ID	2	47
			<u>INJURY<sup>11</sup></u>				48
A82	22	0800	Injury Type Code	0630	ID	6	48
A83	22	0810	Injury Description	0660	AN	120	48
A84	22	0820	Injury Occurrence Date	0640	DT	8	48
A85	22	0830	Injury Occurrence Location	0650	AN	60	48
A86	22	0840	Witness to Injury		AN	45	48
A87	22	0850	Physician Diagnosing Injury		AN	45	48
A88	22	0860	Worker's Compensation Claim Filed		ID	2	48
A89	22	0870	Worker's Compensation Claim Filing Date	0670	DT	8	49
A90	22	0880	Health Award Amount/Benefit		AN	60	49

---

<sup>1</sup> Loop A12-A14 may be used for multiple entries.

<sup>2</sup> Multiple entries may be necessary, for Data Element 0180 (Race), the federal Office of Management and Budget has adopted guidelines requiring that individuals be allowed to indicate their ethnicity and select any or all of 5 racial categories. Systems adopting these new requirements may use multiple entries for Data Elements 0180 (race) or may develop a set of codes that uniquely identifies each possible race and ethnicity combination. See appendix I for further detail.

<sup>3</sup> Multiple entries may be necessary.

<sup>4</sup> Loop A32-A34 may be used for multiple entries.

<sup>5</sup> Loop A45-A60 may be used for multiple entries.

<sup>6</sup> Loop A61-A65 may be used for multiple entries.

<sup>7</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>8</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>9</sup> Loop A66-A68 may be used for multiple entries.

<sup>10</sup> Loop A78-A81 may be used for multiple entries.

<sup>11</sup> Loop A82-A90 may be used for multiple entries.

**B. EDUCATIONAL EXPERIENCES**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>EDUCATION INSTITUTION INFORMATION</u> <sup>1</sup>				
B1	07	0120	Name of Institution	0120	AN	60	50
B2	07	1010	Institution Type		ID	2	50
B3	07	0140	Identification Number <sup>2</sup>	0130	AN	30	50
B4	07	0150	Identification System	0140	ID	2	50
B5	07	0470	Address Type	0380	DT	2	51
B6	07	0480	Street Number/Name	0390	AN	35	51
B7	07	0490	Apartment Room/Suite Number	0400	AN	10	51
B8	07	0500	City	0410	AN	30	52
B9	07	0510	County	0420	AN	16	52
B10	07	0520	State Code	0430	AN	2	52
B11	07	0540	Zip Code	0440	AN	10	52
B12	07	0550	Country Code	0450	AN	4	52
B13	07	0580	Communication Status	0470	AN	60	52
B14	07	0590	Communication Number Type		ID	2	52
B15	07	0600	Communication Number	0480	AN	25	53
B16	07	0610	Electronic Mail Address Type		ID	2	53
B17	07	0620	Electronic Mail Address	0500	AN	80	53
B18	07	0630	Web Site Address (URL)		AN	80	53
			<u>STAFF DEVELOPMENT PROVIDER</u> <sup>3</sup>				
B19	21	0120	Name of Institution	0120	AN	60	50
B20	21	0110	Name of Individual <sup>4</sup>	0110	AN	45	50
B21	21	1010	Institution Type		ID	2	50
B22	21	0140	Identification Number <sup>5</sup>	0130	AN	30	50
B23	21	0150	Identification System	0140	ID	2	51
B24	21	0470	Address Type	0380	ID	2	51
B25	21	0480	Street Number/Name	0390	AN	35	51
B26	21	0490	Apartment Room/Suite Number	0400	AN	10	51
B27	21	0500	City	0410	AN	30	52
B28	21	0510	County	0420	AN	16	52
B29	21	0520	State Code	0430	AN	2	52
B30	21	0540	Zip Code	0440	AN	10	52
B31	21	0550	Country Code	0450	AN	4	52
B32	21	0580	Communication Status	0470	AN	60	52
B33	21	0590	Communication Number Type		ID	2	52
B34	21	0600	Communication Number	0480	AN	25	53

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
B35	21	0610	Electronic Mail Address Type		ID	2	53
B36	21	0620	Electronic Mail Address	0500	AN	80	53
B37	21	0630	Web Site Address (URL)		AN	80	53
			<u>EDUCATIONAL PROGRAM<sup>6</sup></u>				
B38	06	1020	Program Title	0780	AN	35	53
B39	06	1030	Program Description	0780	AN	60	53
B40	06	1040	Participation Status	0680	ID	2	53
B41	06	1050	Entry Date	0690	DT	8	54
B42	06	1060	Withdrawal Date	0700	DT	8	54
B43	06	1070	Completion Date	0790	DT	8	54
B44	06	1080	Program Support/Funding Source	0980	ID	2	54
B45	06	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B46	06	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>STAFF DEVELOPMENT ACTIVITY<sup>7</sup></u>				
B47	20	1020	Program Title	0780	AN	35	53
B48	20	1030	Program Description	0780	AN	60	53
B49	20	1040	Participation Status	0680	ID	2	53
B50	20	1050	Entry Date	0690	DT	8	54
B51	20	1060	Withdrawal Date	0700	DT	8	54
B52	20	1070	Completion Date	0790	DT	8	54
B53	20	1080	Program Support/Funding Source	0980	ID	2	54
B54	20	1110	Educational Program/Staff Development Activity Purpose	0870	ID	2	55
B55	20	1130	Educational Program/Staff Development Activity Relevance	0850	ID	2	57
			<u>PROGRAM SUPPORT</u>				
B56	22	1090	Educational Program/Staff Development Activity Compensation	1000	ID	2	55
B57	22	1100	Educational Program/Staff Development Activity Arrangement	0990	ID	2	55
B58	22	1120	Educational Program/Staff Development Activity Anticipated Outcome	0860	ID	2	56

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>SUBJECT MATTER AREA OF STUDY</u> <sup>8</sup>				
B59	22	1140	Level of Specialization	0710	ID	2	57
B60	22	1150	Postsecondary Subject Matter Area	0720	ID	2	57
			<u>COURSE WORK TAKEN</u> <sup>9</sup>				
B61	03	1160	Session Type		ID	2	58
B62	03	1170	Session Beginning Date		DT	8	59
B63	03	1180	Session Ending Date		DT	8	59
B64	03	1190	Course Title <sup>10</sup>	0730	AN	60	59
B65	03	1200	Course Description	0730	AN	80	59
B66	03	1210	Course Code System		ID	2	59
B67	03	1220	Course Code		AN	30	60
B68	03	1230	Principal Medium of Instruction		ID	2	60
B69	03	1240	Grade Earned in Course		AN	35	60
B70	03	1250	Credit Type Earned		ID	2	60
B71	03	1260	Credits Earned in Course	0750	AN	4	62
B72	22	1270	Grade Point Average (GPA): Cumulative		R	5	62
			<u>OTHER NON-COURSE EDUCATIONAL PROGRAM</u> <sup>11</sup>				
B73	06	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B74	06	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B75	06	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B76	06	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B77	06	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B78	06	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B79	06	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B80	06	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B81	06	1240	Grade Earned in Course	0740	AN	15	64
B82	06	1250	Credit Type Earned	0745	ID	2	64

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
B83	06	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B84	06	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>STAFF DEVELOPMENT ACTIVITY<sup>12</sup></u>				
B85	20	1280	Educational Program/Staff Development Activity Participant's Role	0880	ID	2	62
B86	20	1290	Educational Program/Staff Development Activity Format	0890	ID	2	62
B87	20	1300	Educational Program/Staff Development Activity Involvement	0900	AN	45	64
B88	20	1310	Educational Program/Staff Development Activity Intensity	0930	N	4	64
B89	20	1320	Educational Program/Staff Development Activity Frequency	0940	N	4	64
B90	20	1330	Educational Program/Staff Development Activity Contact Hours	0950	N	5	64
B91	20	1340	Educational Program/Staff Development Activity Duration	0960	N	5.2	64
B92	20	1350	Educational Program/Staff Development Activity Location	0970	AN	60	64
B93	20	1240	Grade Earned in Course	0740	AN	15	64
B94	20	1250	Credit Type Earned	0745	ID	2	64
B95	20	1260	Credits Earned in Course/Staff Development Activity	0750	N	4	66
B96	20	1410	Educational Program/Staff Development Activity Outcomes	1020	AN	60	67
			<u>RECOGNITION EARNED<sup>13</sup></u>				
B97	22	1360	Degree/Certificate Title	0800	AN	60	66
B98	22	1370	Degree/Certificate Type		ID	2	66
B99	22	1380	Degree/Certificate Distinctions	0810	AN	45	66
B100	22	1390	Degree/Certificate Conferring Date	0820	DT	8	66
B101	22	1400	Honor or Award <sup>14</sup>	0830	AN	45	66

---

<sup>1</sup> Loop B1-B18 may be used for multiple entries.

<sup>2</sup> Loop B3-B4 may be used for multiple entries.

<sup>3</sup> Loop B19-B37 may be used for multiple entries.

<sup>4</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>5</sup> Loop B22-B23 may be used for multiple entries.

<sup>6</sup> Loop B38-B46 may be used for multiple entries.

<sup>7</sup> Loop B47-B55 may be used for multiple entries.

<sup>8</sup> Loop B59-B60 may be used for multiple entries.

<sup>9</sup> Loop B61-B72 may be used for multiple entries.

<sup>10</sup> Loop B64-B71 may be used for multiple entries.

<sup>11</sup> Loop B73-B84 may be used for multiple entries.

<sup>12</sup> Loop B85-B96 may be used for multiple entries.

<sup>13</sup> Loop B97-B101 may be used for multiple entries.

<sup>14</sup> Multiple entries may be necessary.

### C. QUALIFICATION INFORMATION

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>CREDENTIAL INFORMATION</u> <sup>1</sup>				
C1	04	2010	Credential Type	1050	ID	2	68
C2	04	2020	Non-Educator Credential Type	1060	ID	4	68
C3	04	2030	Non-Teaching Educator Credential Type		AN	60	68
C4	04	2040	Teaching Credential Type	1070	ID	2	69
C5	04	2050	Teaching Credential Basis	1080	ID	2	69
C6	04	2060	Credential Description	1090	AN	60	69
C7	04	0140	Identification Number <sup>2</sup>	0130	AN	30	70
C8	04	0150	Identification System	0140	ID	2	70
C9	04	2070	Date Credential Requirement Met		DT	8	70
C10	04	2080	Credential Issuance Date	1100	DT	8	70
C11	04	2090	Credential Expiration Date	1110	DT	8	70
C12	04	2100	Initial Credential Issuance Requirements	1120	ID	2	70
C13	04	2110	Background Check Type		ID	2	71
C14	04	2120	Background Check Description		AN	60	71
C15	04	2130	Background Check Completion Date		DT	8	71
C16	04	2140	Induction Program Mentor		AN	45	71
C17	04	2150	Credential Renewal Requirement	1120	ID	2	71
C18	04	2160	Number of Units Required for Credential Renewal		N	3	72
C19	04	2170	Credential Renewal Units Attempted		N	3	72
C20	04	2180	Credential Renewal Units Earned		N	3	72
C21	04	2190	Staff Advisor for Credential Renewal		AN	45	72
C22	04	2200	Credential Renewal Date		DT	8	72
C23	04	2210	Program Sponsor <sup>3</sup>	1210	ID	2	72
C24	05	0120	Name of Institution	0120	AN	60	73
C25	05	0570	Complete Permanent Address <sup>4</sup>	0460	AN	60	73
C26	05	0580	Communication Status	0470	AN	60	73
C27	05	0590	Communication Number Type		ID	2	73
C28	05	0600	Communication Number	0480	AN	80	73
C29	05	0620	Electronic Mail Address	0500	AN	80	73
C30	05	0630	Web Site Address (URL)		AN	60	74

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>ASSESSMENT INFORMATION</u> <sup>5</sup>				
C31	04	2220	Assessment Purpose <sup>6</sup>	1220	ID	2	74
C32	04	2230	Assessment Title/Description	1230	AN	60	74
C33	04	2240	Assessment Code		AN	30	74
C34	04	2250	Assessment Standard Indicator	1240	ID	2	74
C35	04	2260	Assessment Type	1250	ID	2	74
C36	04	2270	Assessment Content	1260	ID	2	15
C37	04	2280	Assessment Content Level	1270	AN	30	15
C38	04	2290	Assessment Date	1280	DT	8	15
C39	04	2300	Assessment Score/Results	1290	AN	80	15
			<u>CREDENTIAL CHARACTERISTICS</u>				15
C40	04	2310	Credential Authorized Function <sup>7</sup>	1140	AN	45	15
C41	04	2320	Authorized Instructional Level	1150	ID	2	15
C42	04	2330	Teaching Field or Area Authorized	1170	ID	2	76
C43	04	2340	Fee Amount	1340	N	10.2	77
C44	04	2350	Fee Payment Status	1350	N	10.2	77
C45	04	2360	Fee Payment Date	1360	DT	8	77
			<u>CREDENTIAL REVOCATION INFORMATION</u>				78
C46	04	2370	Credential Revocation Date		DT	8	78
C47	04	2380	Credential Revocation Reason		AN	60	78
			<u>PUBLICATIONS</u> <sup>8</sup>				78
C48	22	2390	Publication Type	1370	ID	2	78
C49	22	2400	Publication Description	1380	AN	60	78
			<u>PRIOR EXPERIENCE</u> <sup>9</sup>				78
C50	12	0120	Name of Institution	0120	AN	60	78
C51	12	0570	Complete Permanent Address <sup>10</sup>	0460	AN	60	78
C52	15	0110	Name of Individual	0110	AN	45	78
C53	12	0580	Communication Status	0470	AN	60	78
C54	12	0590	Communication Number Type		ID	2	79
C55	12	0600	Communication Number	0480	AN	25	79
C56	12	0620	Electronic Mail Address	0500	AN	80	79
C57	12	2410	Business Type	1390	ID	2	79
C58	22	2420	Employment Status	1400	ID	2	80

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
C59	22	2430	Employment Start Date	1410	DT	8	80
C60	22	2440	Employment End Date	1420	DT	8	80
C61	22	2450	Condition of Employment		AN	60	80
C62	22	2460	Employment Separation Reason	1430	ID	2	80
C63	22	2470	Nature of Prior Employment	1440	AN	80	82
C64	01	2480	Teaching Assignment <sup>11</sup>	1450	ID	2	82
C65	01	2490	Instructional Level <sup>12</sup>	1460	AN	45	83
			<u>IMMEDIATE SUPERVISOR</u>				
C66	15	0110	Name of Individual	0110	AN	45	78
C66	15	0580	Communication Status	0470	AN	60	78
C67	15	0590	Communication Number Type		ID	2	79
C68	15	0600	Communication Number	0480	AN	25	79
C69	15	0620	Electronic Mail Address	0500	AN	80	79
			<u>MENTOR</u>				
C70	16	0110	Name of Individual	0110	AN	45	78
C71	16	0570	Complete Permanent Address <sup>13</sup>	0460	AN	60	73
C72	16	0580	Communication Status	0470	ID	60	78
C73	16	0590	Communication Number Type		AN	2	79
C74	16	0600	Communication Number	0480	AN	25	79
			<u>YEARS OF EMPLOYMENT EXPERIENCE</u>				
C75	22	2500	Years of Prior Teaching Experience	1470	N	4.1	84
C76	22	2510	Years of Prior Education Experience	1480	N	4.1	85
C77	22	2520	Years of Prior Related Experience	1490	N	4.1	85
C78	22	2530	Total Number of Years of Prior Experience	1500	N	4.1	85
			<u>INTERNSHIP/APPRENTICESHIP<sup>14</sup></u>				
C79	22	2540	Internship/Apprenticeship Description	1510	AN	80	85
C80	22	2550	Internship/Apprenticeship Beginning Date	1520	DT	8	85

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
C81	22	2560	Internship/Apprenticeship Ending Date	1530	DT	8	85
C82	22	2570	Internship/Apprenticeship Results		AN	60	85
			<u>RELATED TRAVEL ACTIVITIES<sup>15</sup></u>				
C83	22	2580	Travel Location <sup>16</sup>	1540	AN	45	85
C84	22	2590	Travel Purpose	1550	AN	80	85
C85	22	2600	Travel Beginning Date	1560	DT	8	85
C86	22	2610	Travel Ending Date	1570	DT	8	85
			<u>OTHER INTERESTS</u>				86
C87	22	2620	Avocational Interests and Skills	1580	AN	80	86
C88	22	2630	Other Areas of Informal Qualification	1590	AN	80	86
C89	22	2640	Special Contact Group Empathies	1600	AN	60	86
			<u>Public Service<sup>17</sup></u>				
C90	18	0120	Name of Institution	0120	AN	60	73
C91	18	2650	Years of Participation	1610	N	4.2	86
C92	18	2660	Office Held	1620	AN	30	86
C93	18	2670	Office Term Beginning Date	1630	DT	8	86
C94	18	2680	Office Term Ending Date	1640	DT	8	86
C95	22	1400	Honor or Award <sup>18</sup>	0830	AN	45	86
			<u>ORGANIZATIONAL MEMBERSHIP<sup>19</sup></u>				
C96	17	0120	Name of Institution	0121	AN	60	73
C97	17	2650	Years of Participation	1610	N	4.2	86
C98	17	2660	Office Held	1620	AN	30	86
C99	17	2670	Office Term Beginning Date	1630	DT	8	86
C100	17	2680	Office Term Ending Date	1640	DT	8	86
C101	22	1400	Honor or Award <sup>20</sup>	0830	AN	45	86

<sup>1</sup> Loop C1-C47 may be used for multiple entries.<sup>2</sup> Loop C7-C8 may be used for multiple entries.<sup>3</sup> Multiple entries may be necessary.<sup>4</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.<sup>5</sup> Loop C31-C39 may be used for multiple entries.<sup>6</sup> Loop C40-C42 may be used for multiple entries.<sup>7</sup> Multiple entries may be necessary.<sup>8</sup> Loop C48-C49 may be used for multiple entries.<sup>9</sup> Loop C50-C69 may be used for multiple entries.<sup>10</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.<sup>11</sup> Multiple entries may be necessary<sup>12</sup> Multiple entries may be necessary

<sup>13</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>14</sup> Loop C79-C82 may be used for multiple entries.

<sup>15</sup> Loop C83-C86 may be used for multiple entries.

<sup>16</sup> Multiple entries may be necessary.

<sup>17</sup> Loop C90-C95 may be used for multiple entries.

<sup>18</sup> Multiple entries may be necessary.

<sup>19</sup> Loop C96-C101 may be used for multiple entries.

<sup>20</sup> Multiple entries may be necessary.

## D. CURRENT EMPLOYMENT

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>ENTRY INTO EMPLOYMENT</u>				
D1	22	3010	Means of Introduction for Employment	1650	ID	2	87
D2	19	0110	Name of Individual <sup>1</sup>	0110	AN	45	88
D3	19	0120	Name of Institution	0120	AN	60	88
D4	19	0570	Complete Permanent Address <sup>2</sup>	0460	AN	60	88
D5	19	0580	Communication Status	0470	AN	60	88
D6	19	0590	Communication Number Type		ID	2	88
D7	19	0600	Communication Number	0480	AN	25	88
D8	19	0610	Electronic Mail Address Type		ID	2	89
D9	19	0620	Electronic Mail Address	0500	AN	80	89
D10	19	0630	Web Site Address (URL)		AN	80	89
D11	22	3020	Application Date		DT	8	89
D12	22	3030	Application Status		ID	2	89
D13	22	2110	Background Check Type <sup>3</sup>		ID	2	89
D14	22	2120	Background Check Description		AN	60	89
D15	22	2130	Background Check Completion Date		DT	8	89
D16	22	3040	Position Assessment Type <sup>4</sup>		AN	60	89
D17	22	3050	Position Assessment Date		DT	8	90
D18	22	3060	Position Assessment Results		AN	60	90
D19	22	3070	Software Application Type <sup>5</sup>		AN	60	90
D20	22	3080	Software Application Title		AN	30	90
D21	22	3090	Software Application Experience Level		AN	30	90
D22	22	3100	Prior Year Status		ID	2	90
			<u>EMPLOYMENT CONDITIONS<sup>6</sup></u>				
D23	22	3110	Hire Date	1410	DT	8	90
D24	22	2420	Employment Status	1400	ID	2	90
D25	22	3120	Contractual Term	1660	ID	2	91
D26	22	3130	Contract Beginning Date	1670	DT	8	91
D27	22	3140	Contract Ending Date	1680	DT	8	92
D28	22	3150	Seniority Date		DT	8	92
D29	22	3160	Tenure Date		DT	8	92
D30	22	3170	Contract Days of Service Per Year		N	5.2	92
D31	22	3180	Employment Time Annually	1690	AN	16	92

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D32	22	3190	Full-time Equivalency (FTE) <sup>7</sup>	1700	N	5.2	92
D33	22	3200	Full-time Status	1710	ID	2	92
D34	22	3210	Hours of Service per Day	1720	N	5.2	92
D35	22	3220	Days of Service per Week	1730	N	4.1	92
D36	22	3230	Hours of Service per Week	1740	N	6.2	92
D37	22	3240	Scheduled Work Time Daily	1750	AN	24	92
D38	22	3250	Scheduled Work Days Weekly	1760	AN	80	93
D39	22	3260	Scheduled Work Months Annually	1770	AN	80	93
D40	22	3270	Position Title <sup>8</sup>	1780	AN	45	93
D41	22	3280	Position or Classification Number	1790	AN	30	93
D42	22	3290	Unique Position Number		AN	30	93
D43	22	3300	Fair Labor Standards Act Coverage	1800	ID	2	93
D44	22	3310	Substitute Status	1810	ID	2	93
D45	22	3320	Vehicle Driver's License <sup>9</sup> Type		ID	2	93
D46	22	3330	Vehicle Driver's License Expiration Date		DT	8	94
D47	22	3340	Authorized/Insured to Use Organization Vehicles		ID	2	94
D48	22	3350	Authorized/Insured to Use Own Vehicles		ID	2	94
D49	22	3360	Union Membership/Name		AN	45	94
			<u>SALARY COMPENSATION<sup>10</sup></u>				
D50	22	3370	Pay Grade	1820	AN	60	94
D51	22	3380	Pay Step		AN	60	94
D52	22	3390	Pay Range	1830	AN	60	94
D53	22	3400	Base Salary or Wage	1840	N	10.2	94
D54	22	3410	Earning Rates of Pay	1850	AN	60	94
D55	22	3420	Unit of Basis for Measurement		ID	2	95
D56	22	3430	Other Compensation Type		ID	2	95
D57	22	3440	Supplemental Pay Type		ID	2	95
D58	22	3450	Salary for Overtime	1890	N	10.2	96
D59	22	3460	Overtime Identifier	1900	N	10.2	96
D60	22	3470	Compensation Description		AN	60	96
D61	22	3480	Compensation Eligibility		AN	60	96
D62	22	3490	Compensation Amount	1930	N	10.2	96
			<u>BENEFIT COMPENSATION<sup>11</sup></u>				
D63	09	3500	Fringe Benefit Type	2010	ID	2	96
D64	09	3510	Eligibility Status	2020	ID	2	97

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D65	09	3520	Ineligibility Reason	2030	AN	60	98
D66	09	3530	Coverage Description	2040	AN	80	98
D67	09	3540	Coverage Type	2050	AN	60	98
D68	09	3550	Coverage Identifier	2060	AN	45	98
D69	09	3560	Coverage Amount	2070	N	10.2	98
D70	09	3570	Special Terms	2080	AN	80	98
D71	09	3580	Coverage Beginning Date	2090	DT	8	98
D72	09	3590	Coverage Ending Date	2100	DT	8	98
D73	09	3600	Vesting Percentage	2110	N	5.2	98
D74	09	3610	Anticipated Use Date	2120	DT	8	98
D75	09	3620	Actual Use Date	2130	DT	8	98
D76	10	0120	Name of Institution	0120	AN	60	99
D77	10	0570	Complete Permanent Address <sup>12</sup>	0460	AN	60	99
D78	10	0580	Communication Status	0470	AN	60	99
D79	10	0590	Communication Number Type		ID	2	99
D80	10	0600	Communication Number	0480	AN	25	99
D81	10	0620	Electronic Mail Address	0500	AN	80	99
			<u>EMPLOYEE BENEFIT CONTRIBUTOR</u> <sup>13</sup>				
D82	11	0120	Name of Institution	0120	AN	60	99
D83	11	0570	Complete Permanent Address <sup>14</sup>	0460	AN	60	99
D84	11	0580	Communication Status	0470	AN	60	99
D85	11	0590	Communication Number Type		ID	2	99
D86	11	0600	Communication Number	0480	AN	25	99
D87	11	0620	Electronic Mail Address	0500	AN	80	99
			<u>EMPLOYEE BENEFIT CONTRIBUTION</u> <sup>15</sup>				
D88	09	3630	Benefit Contributor Type	2140	ID	2	100
D89	09	3640	Benefit Contribution Type	2150	ID	2	100
D90	09	3650	Benefit Contribution Amount	2160	AN	60	100
D91	09	3660	Payment Required per Pay Period	2170	N	10.2	100
			<u>BENFICIARY</u> <sup>16</sup>				
D92	02	0110	Name of Individual <sup>17</sup>	0110	AN	45	100
D93	02	3670	Relationship to Staff Member	2180	AN	60	100
D94	02	0570	Complete Permanent Address <sup>18</sup>	0460	AN	60	100
D95	02	0580	Communication Status	0470	AN	60	101
D96	02	0590	Communication Number Type		ID	2	101

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D97	02	0600	Communication Number	0480	AN	25	101
D98	02	0610	Electronic Mail Address Type		ID	2	101
D99	02	0620	Electronic Mail Address	0500	AN	80	101
			<u>PAYROLL INFORMATION</u>				
D100	22	3680	Gross Income Amount		N	10.2	101
D101	22	3690	Adjusted Income Amount		N	10.2	102
D102	22	3700	Advance Pay		N	10.2	102
D103	22	3710	Payroll Calculation Cycle		AN	45	102
D104	22	3720	Payroll Deduction Type		ID	2	102
D105	22	3730	Payroll Tax Treatment Status		ID	2	102
D106	22	3740	Deduction Period		AN	45	103
D107	22	3750	Deduction Amount	2000	N	10.2	103
D108	22	3760	Annual Maximum Payroll Deduction Allowed		N	10.2	103
D109	22	3770	Electronic Deposit Bank Routing Number		AN	20	103
D110	22	3780	Electronic Deposit Bank Account Number		AN	20	103
D111	22	3790	Bank Account Type		ID	2	103
D112	22	3800	Deposit Amount		N	10.2	103
D113	22	3810	Deposit Date		DT	8	103
D114	22	3820	Earned Income Credit		N	10.2	103
			<u>TAX WITHHOLDING INFORMATION</u>				
D115	22	3830	Form Type		ID	2	103
D116	22	3840	Form Date		DT	8	104
D117	22	0520	State Code		ID	2	104
D118	22	3850	Marital Status		ID	2	104
D119	22	3860	Number of Dependents		N	2	104
D120	22	3870	Allowances Number		N	4	104
			<u>ATTENDANCE STATUS<sup>19</sup></u>				
D121	22	3880	Leave Type	2190	ID	2	104
D122	22	3890	Leave Substitution Status	2200	ID	2	105
D123	22	3900	Leave Payment Status	2210	ID	2	105
D124	22	3910	Maximum Leave Allowed	2220	N	5.2	105
D125	22	3920	Leave Accrued	2230	N	5.2	105
D126	22	3930	Hours of Leave Used	2240	N	5.2	105
D127	22	3940	Leave Beginning Date	2250	DT	8	105
D128	22	3950	Leave Ending Date		DT	8	106
D129	22	3960	Leave Balance	2260	N	5.2	106
			<u>GRIEVANCES<sup>20</sup></u>				
D130	22	3970	Grievance Description	2270	AN	80	106
D131	22	3980	Grievance Date	2280	DT	8	106

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
D132	22	3990	Grievance Action	2290	AN	80	106
D133	22	4000	Grievance Resolution Date		DT	8	106
D134	22	4010	Grievance Action/Outcome		AN	80	106

<sup>1</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>2</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>3</sup> Loop D13-D15 may be used for multiple entries.

<sup>4</sup> Loop D16-D18 may be used for multiple entries.

<sup>5</sup> Loop D19-D21 may be used for multiple entries.

<sup>6</sup> Loop D23-D49 may be used for multiple entries.

<sup>7</sup> Derived from constituent data elements: 3180 Employment Time Annually.

<sup>8</sup> Loop D40-D42 may be used for multiple entries.

<sup>9</sup> Loop D45-D46 may be used for multiple entries.

<sup>10</sup> Loop D50-D62 may be used for multiple entries.

<sup>11</sup> Loop D63-D81 may be used for multiple entries.

<sup>12</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>13</sup> Loop D82-D87 may be used for multiple entries.

<sup>14</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>15</sup> Loop D88-D91 may be used for multiple entries.

<sup>16</sup> Loop D92-D99 may be used for multiple entries.

<sup>17</sup> Free form. This item may be used in lieu of 0010, 0020, 0030, 0040.

<sup>18</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>19</sup> Loop D121-D129 may be used for multiple entries.

<sup>20</sup> Loop D130-D134 may be used for multiple entries.

## E. ASSIGNMENTS

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>ASSIGNMENT INFORMATION</u> <sup>1</sup>				
E1	01	5010	Job Classification	2300	ID	4	107
E2	01	5020	Assignment Description	2310	AN	80	107
E3	01	2480	Teaching Assignment	1450	ID	2	107
E4	01	2490	Instructional Level	1460	ID	2	109
E5	01	5030	Scope of Activity	2320	ID	2	110
E6	01	5040	Itinerant Teacher		ID	2	110
E7	01	5050	Essential Personnel Identifier	2330	ID	2	110
E8	01	5060	Time Period Classification	2340	ID	2	110
E9	01	5070	Time Period	2350	AN	15	110
E10	01	1160	Session Type	2360	ID	2	110
E11	01	5080	Activity Beginning Date	2370	DT	8	111
E12	01	5090	Activity Ending Date	2380	DT	8	111
E13	01	5100	Total Days in Session		N	4.2	111
E14	01	5110	Number of Hours in School Day		N	4.2	111
			<u>OPERATIONAL UNIT TO WHICH ASSIGNED</u> <sup>2</sup>				
E15	01	0120	Name of Institution	0120	AN	60	111
E16	01	0140	Identification Number <sup>3</sup>	0130	AN	30	111
E17	01	0150	Identification System	0140	ID	2	111
E18	01	0570	Complete Permanent Address <sup>4</sup>	0460	AN	60	112
E19	01	0580	Communication Status	0470	AN	60	112
E20	01	0590	Communication Number Type		ID	2	112
E21	01	0600	Communication Number	0480	AN	25	113
E22	01	0610	Electronic Mail Address Type		ID	2	113
E23	01	0620	Electronic Mail Address	0500	AN	30	113
E24	01	0630	Web Site Address (URL)		AN	60	113
E25	01	5120	Location	2390	AN	45	113
E26	01	5130	Facility Type	2400	ID	2	113
E27	01	5140	School Type Code		ID	2	114
			<u>IMMEDIATE SUPERVISOR</u>				
E28	15	0110	Name of Individual	0110	AN	45	
E29	15	0570	Complete Permanent Address <sup>5</sup>	0460	AN	60	112
E30	15	0580	Communication Status	0470	AN	60	112
E31	15	0590	Communication Number Type		ID	2	112
E32	15	0600	Communication Number	0480	AN	25	113
E33	15	0610	Electronic Mail Address Type		ID	2	113

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
E34	15	0620	Electronic Mail Address	0500	AN	80	113
			<u>SCHEDULE FOR CURRENT ASSIGNMENT<sup>6</sup></u>				
E35	01	3190	Full-time Equivalency (FTE) <sup>7</sup>	1700	N	5.2	115
E36	01	3200	Full-time Status	1710	ID	2	115
E37	01	3240	Scheduled Work Time Daily	1750	AN	24	115
E38	01	3250	Scheduled Work Days Weekly	1760	AN	80	115
E39	01	3260	Scheduled Work Months Annually	1770	AN	80	115
			<u>STAFF ASSIGNMENT WORKLOAD<sup>8</sup></u>				
E40	01	5150	Elementary Subject/Course		ID	2	116
E41	01	1210	Course Code System <sup>9</sup>		ID	2	117
E42	01	1220	Course Code		AN	30	117
E43	01	1190	Course Title		AN	60	117
E44	01	5160	Unique Course Code		AN	45	117
E45	01	5170	State University Course Requirement		ID	2	117
E46	01	1230	Principal Medium of Instruction		ID	2	117
E47	01	5180	Language of Instruction		AN	45	118
E48	01	5190	Number of Students in Class		N	3	118
			<u>PROGRAM INFORMATION</u>				
E49	01	5200	School Grade Level Classification	2450	ID	2	118
E50	01	5210	Program Type	2460	ID	4	119
E51	01	1080	Program Support/Funding Source <sup>10</sup>	0980	ID	2	119
E52	01	5220	Function Type	2470	ID	4	119
			<u>ACTIVITY SPONSORSHIPS<sup>11</sup></u>				
E53	01	5230	Activity Title		AN	35	119
E54	01	5240	Activity Code		ID	3	119
E55	01	5250	Activity Description		AN	60	121
E56	01	5260	Activity Involvement Beginning Date		DT	8	121
E57	01	5270	Activity Involvement Ending Date		DT	8	121
E58	01	5280	Amount of Activity Involvement		AN	45	122
			<u>OTHER ASSIGNMENT INFORMATION</u>				
E59	01	5290	Unit of Work	2420	AN	45	122
E60	01	5300	Time Expended	2430	AN	45	122

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
E61	01	5310	Percent of Total Time <sup>12</sup>	2440	N	5.2	122
E62	01	5320	Number of Days in Attendance		N	4.1	122
E63	01	5330	Number of Days Absent		N	4.1	122
E64	01	5340	Number of Days Tardy		N	3	122

<sup>1</sup> Loop E1-E14 may be used for multiple entries.

<sup>2</sup> Loop E15-E27 may be used for multiple entries.

<sup>3</sup> Loop E16-E17 may be used for multiple entries.

<sup>4</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>5</sup> Free form. This item may be used in lieu of 0480, 0490, 0500, 0510, 0530, 0540.

<sup>6</sup> Loop E35-E39 may be used for multiple entries.

<sup>7</sup> Derived from constituent data element: 3180, Employment Time Annually.

<sup>8</sup> Loop E40-E48 may be used for multiple entries.

<sup>9</sup> Loop E41-E42 may be used for multiple entries.

<sup>10</sup> Multiple entries may be necessary.

<sup>11</sup> Loop E53-E58 may be used for multiple entries.

<sup>12</sup> Derived from constituent data elements: 3180 Employment Time Annually, 3190 Full-time Equivalency (FTE), 3240 Scheduled Work Time Daily, 3250 Scheduled Work Days Weekly, 3260 Scheduled Work Months Annually.

## F. EVALUATION AND CAREER DEVELOPMENT

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
			<u>QUALITY OF PERFORMANCE</u> <sup>1</sup>				
F1	13	6010	Evaluation Purpose	2480	ID	2	123
F2	13	6020	Evaluation Periodicity	2490	ID	2	123
F3	13	6030	Evaluation Date	2500	DT	8	124
F4	13	6040	Evaluation Recommendation <sup>2</sup>		ID	2	124
F5	13	6050	Evaluation System	2520	AN	45	125
F6	13	6060	Evaluation Score/Rating	2530	AN	45	125
F7	13	6070	Evaluation Scale	2540	AN	80	125
F8	13	6080	Evaluation Outcome	2510	AN	80	125
F9	14	0110	Name of Individual <sup>3</sup>	0110	AN	45	125
F10	14	3270	Position Title	1780	AN	45	125
F11	14	0120	Name of Institution	0120	AN	60	125
F12	14	0140	Identification Number <sup>4</sup>	0130	AN	30	125
F13	14	0150	Identification System	0140	ID	2	125
F14	14	0570	Complete Permanent Address <sup>5</sup>	0460	AN	60	126
F15	14	0580	Communication Status	0470	AN	60	126
F16	14	0590	Communication Number Type		ID	2	126
F17	14	0600	Communication Number	0480	AN	25	126
F18	14	0610	Electronic Mail Address Type		ID	2	127
F19	14	0620	Electronic Mail Address	0500	AN	80	127
			<u>CAREER DEVELOPMENT ALTERNATIVES</u> <sup>6</sup>				
F21	13	5010	Job Classification	2300	ID	4	127
F22	13	5210	Program Type	2460	ID	4	127
F23	13	5220	Function Type	2470	ID	4	127
F24	13	6090	Readiness for Assignment of Greater Responsibility	2550	ID	2	127
F25	13	6100	Career Development Needs <sup>7</sup>	2560	ID	2	127
F26	13	6110	Preparation Type	2570	AN	45	128
F27	13	6120	Preparation Location	2580	AN	45	128
F28	13	6130	Preparation Duration	2590	AN	30	128
F29	13	6140	Preparation Funding	2600	AN	30	128
			<u>COMPLAINT</u> <sup>8</sup>				
F30	13	6150	Source of Complaint		AN	22	128
F31	13	6160	Date of Complaint		DT	22	128
F32	13	6170	Nature of Complaint		AN	22	128
F33	13	6180	Resolution of Complaint		AN	22	129

<sup>1</sup> Loop F1-F29 may be used for multiple entries.

<sup>2</sup> Multiple entries may be necessary.

<sup>3</sup> Free form. This item may be used in lieu of Data Elements 0010, 0020, 0030, and 0040.

<sup>4</sup> Loop F12-F13 may be used for multiple entries.

<sup>5</sup> Free form. This item may be used in lieu of Data Elements 0480, 0490, 0500, 0510, 0530, and 0540.

<sup>6</sup> Loop F21-F29 may be used for multiple entries.

<sup>7</sup> Loop F25-F29 may be used for multiple entries.

<sup>8</sup> Loop F30-F33 may be used for multiple entries.

## **G. SEPARATION FROM EMPLOYMENT**

<b>Serial Number</b>	<b>Entity Number</b>	<b>2001 Data Element Number</b>	<b>Data Elements</b>	<b>1995 Data Element Number</b>	<b>Data Element Type</b>	<b>Field Length</b>	<b>Page on which Defined</b>
G1	22	2420	Employment Separation Date	1420	DT	8	130
G2	22	7010	Employment Separation Type	2610	ID	2	130
G3	22	2460	Employment Separation Reason <sup>1</sup>	1430	ID	2	130
G4	22	7020	Severance Pay	2620	N	10.2	131
G5	22	7030	Reemployment Eligibility	2630	ID	2	132
G6	22	7040	Reason Not Eligible for Reemployment	2640	AN	45	132

---

<sup>1</sup> Multiple entries may be necessary.